

STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE, 1ST FLOOR
ANNAPOLIS, MARYLAND 21401

REQUEST FOR PROPOSAL
NO. K-07-7060-25
AOC SYSTEMS REPLACEMENT

Date of Issuance: November 30, 2006
Bid Due Date and Time: January 9, 2007 12:00 P.M.

WARNING: Prospective Offerors who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address so that amendments to the RFP or other communications can be sent to them. A prospective Offeror who fails to notify the Issuing Office with this information assumes complete responsibility in the event that they do not receive communications from the Issuing Office prior to the closing date.

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SECTION I GENERAL INFORMATION

A. Summary

See Section II

B. Background

See Section II

C. Procurement Office Mailing Address

**Proposals shall be addressed to:
ATTN: Raymond Mack
Procurement and Contract Administration
Administrative Office of the Courts
Maryland Judicial Center
580 Taylor Avenue 2nd Floor
Annapolis, Maryland 21401**

D. Questions/Inquiries

The sole point of contact in the Maryland Judiciary for purposes of this RFB/RFP are the Procurement Officers, Raymond Mack or Bernard Miles, of the Procurement and Contract Administration Department.

All questions shall be submitted in writing to Raymond Mack (410-260-1410) or Bernard Miles (410-260-1594) and must be received no later than five days prior to the bid due date. Written responses shall be provided. Questions will be accepted by FAX at (410) 260-1749 or e-mail at raymond.mack@courts.state.md.us.

E. Closing Date

One (1) original and Twelve (12) copies of the proposal shall arrive at the aforementioned office on or before **January 9, 2007, no later than 12:00 P.M.**, in order to be considered. Offerors who mail proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Office. Proposals or unsolicited amendments to proposals arriving after the closing time and date will not be considered. Proposals are to be marked **RFP NO. K-07-7060-25; AOC SYSTEMS REPLACEMENT**, on the outside of the envelope. The proposal containing the original signatures shall be marked "ORIGINAL."

Additionally, one copy of the price proposal should be included in a separate sealed envelope marked **RFP NO. K-07-7060-25; AOC SYSTEMS REPLACEMENT**.

F. Pre-Proposal Conference

Pre-proposal conference will be held on December 12, 2006 at 10:00 A.M. at the Maryland Judiciary Education and Conference Center. The address is 2011D Commerce Park Drive, Annapolis, MD 21401.

G. Proposal Opening

The Procurement Office shall hold all proposals and modifications in a secure place until the due date, after which time the proposals and modifications, if any, will be opened in the presence of at least two State employees and a register of proposals will be prepared.

H. Duration of Proposal Offer

Proposals shall be valid and irrevocable for 180 days following the closing date for this RFP. This period may be extended by written agreement between an Offeror and the AOC Procurement Officer.

I. Addenda to the RFP

If the AOC Procurement Officer finds it necessary to revise any part of this RFP, an addendum will be provided to all contractors known to have received the RFP. Acknowledgment of the receipt of all amendments, addenda, and changes if issued shall be returned to the Procurement Officer, in writing, with the proposal.

J. Cancellation of RFP

The AOC Procurement Officer may cancel this RFP, in whole or in part, at any time before the opening of the proposals.

K. Incurred Expenses

Neither the State or the AOC or any of their officers or employees shall be responsible for any cost incurred by any Offeror in preparing and/or submitting a proposal.

L. Economy of Preparation

Proposals should be prepared simply and economically, providing a concise and straightforward description of the Contractor's offer to meet the requirements set forth in the RFP.

M. Public Information Act Notice

Offerors shall give specific attention to the identification of those portions of their proposals which they deem to be confidential, proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by the State pursuant to § 10-617(d) of the State Government Article, Annotated Code of Maryland, or other law relating to access to public records.

N. Subcontractors

The AOC will enter into an agreement with the selected offering Contractor(s) only. The selected Contractor(s) shall be responsible for all products and services as required by this RFP. Subcontractors, if any, shall be identified and a complete description of their role relative to this proposal shall be included at the time of the proposal opening.

O. Type of Contract

The contract resulting from this RFP will be a fixed-price contract.

P. General Contractual Conditions

Any contract resulting from this RFP will contain the general provisions included in **Appendix 1**. Additionally, this RFP, including the Statement of Work, and the successful Offeror's proposal will be incorporated by reference and made a part of the contract.

Q. Proposal Affidavit

Each proposal shall include a completed Proposal Affidavit. A copy of the affidavit is included in **Appendix 2** of this RFP for the convenience of Offerors.

R. Contract Affidavit

Offerors are advised that if a contract is awarded as a result of this RFP, the successful Offeror will be required to complete a Contract Affidavit. A copy of this Contract Affidavit is included in **Appendix 3** of this RFP for information purposes only. The Contract Affidavit is not required to be submitted with this proposal.

S. Minority Business Enterprises

Minority Business Enterprises are encouraged to respond to this solicitation notice. It is the goal of the Maryland Judiciary that certified minority business enterprises participate on Judiciary's supply, maintenance, general miscellaneous and service procurements.

An MBE subcontract participation goal of **twenty percent (20%)** of the total current amount has been established for this procurement. By submitting a response to this solicitation, the bidder or offeror agrees that this amount of the contract will be performed by minority business enterprises.

If a MBE Subcontractor Participation Goal is designated for this solicitation, respondents are required to submit, as part of the bid/proposal package, the forms specified below. Failure to furnish the required forms may result in the bid/proposal being deemed non-responsive.

- * MJ-EEO-03 – Schedule for participation of Minority Business Enterprise
- * MJ-EEO-04 – Minority Contractor Project Disclosure and Participation Statement

SECTION II SPECIFICATIONS

1. General

The Maryland Judiciary is soliciting competitive sealed proposals for all labor, materials, equipment, expertise and supervision from a qualified consultant to assist the Administrative Office of the Courts (“AOC”) in the development of functional requirements for, and evaluation of proposals for the selection of an integrated resource planning and management solution to replace the Financial, Procurement, and Human Resources systems currently in use.

NOTE: Respondents shall not have any affiliation with or interest in a specific Enterprise Resource Planning product or the development of such a product. The contractor(s) selected for this project shall be prohibited from participation in the implementation or development of a product resulting from this project.

The project will focus on:

- ❑ Transforming the results of a recent workflow analysis and recommendations study into functional requirements appropriate for solicitation and selection of an integrated system solution.
- ❑ Performing initial market research and recommending potential vendors appropriate to the size of AOC’s operations and the scope of AOC’s needs.
- ❑ Developing a comprehensive Request For Proposal (RFP) that includes both functional requirements and technical considerations to assure compatibility with the architecture being implemented by the Judicial Information Systems department.
- ❑ Working with the AOC Procurement department to develop an effective set of proposal evaluation criteria and selection process.
- ❑ Identifying major customization, conversion, and implementation considerations including systems implementation and ongoing maintenance and support alternatives.

This project does not include:

- ❑ Providing implementation or integration services associated with the chosen solution.
- ❑ Program or project management services associated with implementation of the chosen solution.
- ❑ Customization or conversion services associated with the implementation of the chosen solution.

Work shall be performed in accordance with the attached specifications and Maryland Judiciary Terms and Conditions.

2. Background

In 2005, the Administrative Office of the Courts (AOC) engaged the National Center for State Courts to document the business flow within the AOC and inventory the various

computer systems used in that business flow. The purpose of this study was to identify existing problems regarding redundant work processes and provide potential recommendations and solutions. The final report was delivered to the AOC in March 2006 and is to be used to reengineer the business flow as well as prepare an RFP for software solution(s) to support the redesigned work processes. The divisions of the AOC that were examined were:

- ❑ Finance and Budget
- ❑ Procurement and Contract Administration
- ❑ Human Resources
- ❑ Administrative Services
- ❑ Drug Treatment Services
- ❑ Family Administration
- ❑ Management Analysis and Research
- ❑ Program Services

The Judicial Information Systems department was also reviewed to the extent to which it supports the operations of these systems.

The basic findings of the report include:

- ❑ Judicial Information Systems (JIS) does not generally support the systems in use by the AOC departments. The application focus of JIS is on the systems that support the operation of the courts.
- ❑ The widespread use of spreadsheets to manage the workflow and consolidate information.
- ❑ A large number of paper based processes that consume inordinate amounts of staff time and attention.
- ❑ A large number of independent automated systems that require a great deal of data exchange and manual quality control.
- ❑ Interfaces between the Judicial and Executive branches of the Maryland State government dictate strict rules regarding the entry and exchange of data for statewide systems.

The report includes detail workflows for all AOC departments except JIS and includes more detailed discussions of the findings and recommendations.

Through this Statement of Work, the AOC desires to use the information from the workflow study to define requirements for reengineering the work processes and a supporting integrated systems solution. The systems solution must also be compatible with the technical enterprise architecture being implemented by JIS.

3. Qualifications

Any firm responding to this RFP must have a minimum of three years experience in providing similar consulting services. Experience shall be documented in the required

technical proposal.

Additionally, respondents **must** possess the following demonstrated knowledge and skills:

Business Domain: Demonstrated in-depth understanding of Enterprise Resource Planning business issues, processing and technology trends

- ERP Business models
- ERP Processing models and trends
- ERP technology use

Business / Software Engineering: Demonstrated in-depth experience in the review and design / reengineering of business processes, use of software development life cycle methodologies, and project governance and assessment practices.

- Business requirements identification / Business Process Reengineering
- Gap analysis
- Alternative solution analysis
- Systems development project planning
- Issue resolution facilitation
- Project planning, scheduling, control, and reporting

Enterprise Technology Architecture: Demonstrated experience in the concepts and principles of technology architecture development and use.

- Service based architecture
- Tiered Systems design
- Modular system development
- Open system standards

Respondents must document their experience in the above areas in their technical proposal and provide specific contact reference information for their prior project experience.

4. Applicable Documents (Addendum I)

Addendum I contains a representative sample of the findings and process flows from the Workflow study performed by a prior consultant. This information is being provided to foster a good understanding of the current environment. This information is confidential and should be used only for the purpose of preparing a response to this solicitation.

It is from this base of information that this engagement will begin.

5. Contractor's Responsibility

A. General

Under the direction of the AOC, the contractor must work with all levels of the Maryland Judiciary to perform the following tasks:

- ❑ Using workflow and recommendations from the NCSC study, define functional requirements for an integrated systems solution encompassing the scope of the business units included in the study.
- ❑ Determine the critical requirements and associated selection criteria to produce a streamlined selection process.
- ❑ Using the enterprise architecture guidelines from JIS, define the technical requirements for the integrated systems solution.
- ❑ Using guidelines from the AOC Procurement Department, provide information to be included in a RFP for the acquisition of an integrated systems solution.
- ❑ From the functional requirements, perform initial market analysis to determine potential solution vendors to whom the RFP should be solicited. RFP should include an explanation from prospective vendors on how the proposed solution will address each high and medium priority requirement.
- ❑ Develop preliminary cost and resource estimates for the acquisition, implementation, data conversion and ongoing support of an integrated solution for budgeting purposes.
- ❑ Develop technical and functional evaluation criteria for alternative solution selection.
- ❑ Formulate recommendation regarding the benefits of an integrated ERP system vs. compatible independent systems for the needs of AOC.
- ❑ Assist the AOC Procurement Department with the drafting of the RFP and act as technical (non-voting) advisors to the selection committee.
- ❑ Identify solution implementation 'Roles and Responsibilities' within the Judiciary and between the Judiciary and the chosen vendor(s).
- ❑ Create an initial high-level implementation project schedule and task dependencies.

B. Requirements Definition

The first phase of this engagement will establish the scope of the desired systems solution and the requirements for its successful implementation through the review of the workflow material and clarification of work process and information requirements. The key deliverables of this phase will be documented requirements and parameters to be used in the selection and implementation of a systems solution.

The successful completion of this phase will be demonstrated by the production of documentation that effectively:

- ❑ Establishes the scope of the automation to be undertaken,
- ❑ Discusses the critical organizational impacts and considerations for the support of an integrated systems solution,
- ❑ Defines required business functionality, including
 - Cross-referencing requirements to the workflow and
 - Prioritizing requirements into categories (High, Medium or Low) based on feedback from AOC units
- ❑ Specifies the technical architecture and parameters of the desired solution, and
- ❑ Presents recommendations and a plan / schedule for the analysis of automation alternatives and the solicitation of appropriate software / services.

Milestone Approval to Proceed:

Written approval to proceed to the next phase must be obtained from the Administrative Office of the Courts at this juncture. The Maryland Judiciary reserves the right to cancel the contract at this point at its sole discretion.

C. Alternative Analysis / Solution Selection

Pending the successful completion of the previous phase, the contractor will proceed to perform analysis of solution alternatives and assist the AOC in the selection process. Specifically, the activities to be undertaken in this phase include:

- ❑ Initial market research to determine the availability of software package solutions that fit the critical needs of the AOC,
- ❑ The comparative analysis of the benefits and costs of 'Best of Breed' vs. integrated Enterprise Resource Planning solutions,
- ❑ Assist in development of one or more Request for Proposals based on the above analysis,
- ❑ Assistance to the AOC evaluation team in the selection process. Contractor shall act as a non-voting advisor(s) to the selection committee.

Milestone Approval to Proceed:

Written approval to proceed to the next phase must be obtained from the Administrative Office of the Courts at this juncture. The Maryland Judiciary reserves the right to cancel the contract at this point at its sole discretion.

D. Preliminary Project Planning

Pending the successful completion of the previous phase, the contractor will proceed to assist the AOC in the development of preliminary project cost and schedule estimates. This phase will include a comprehensive analysis of the hardware, software, and personnel costs to implement and maintain the chosen solution. These estimates must include the estimated staff and skill sets required to support both the implementation effort (including legacy system data conversion) and the ongoing operation and maintenance of the new system(s). Based on these estimates and a discussion of related support issues, this phase may also include, at the discretion of the AOC, the development of a Request for Proposal and vendor selection for systems integration services for solution implementation and interface development and support services.

The successful completion of this phase will be demonstrated by the AOC's acceptance of effective documentation for the purpose of:

- ❑ Budget request preparation
- ❑ Staff planning
- ❑ Implementation Project planning

6. Maryland Judiciary's Responsibilities

The Judiciary shall support the consultant through:

- ❑ Providing appropriate work facilities for the agreed upon number of contractors;
- ❑ Providing access to department and unit subject matter experts in accordance with the agreed parameters and project schedule of the winning proposal;
- ❑ Participating in project checkpoint forums and providing ongoing direction and issue resolution for the engagement as needed;
- ❑ Approving all engagement deliverables.

7. Period of Performance

Once awarded, the Contract shall remain in force for a period not to exceed twelve (12) months from the date of award. Upon expiration of the Contract, or upon its earlier termination as provided herein, the AOC reserves the right to rebid or to extend for two (2) additional six-month periods at its sole option.

The estimated timetable for the activities contained in this Statement of Work is as follows. This timetable should be used solely for the purpose of estimating contractor

and AOC resources needed to complete the tasks and will be finalized as part of the award process.

Phase	Description	Timeframe
0	Plan and Schedule Finalization	Initiation + 15 Days
1	Requirements Definition	Phase 0 + 90 Days
2	Alternative Analysis / Selection	Phase 1 Approval + 90 Days
3	Preliminary Project Planning	Phase 2 Approval + 30 Days
3a	Optional: Integration services RFP and selection	Phase 2 Approval + 90 Days

8. Estimated Quantities

AOC reserves the right to increase or decrease the number of labor hours as required. Quantities are approximate and the unit rate bid shall apply regardless of any increase or decrease in the estimated number of assessments shown herein.

9. Insurance Requirements

The Contractor shall at all times during the term of the Contract maintain in full force and effect the policies of insurance required by this Section. The Contractor, if requested by AOC, shall provide certified true copies of any and all of the policies of insurance to AOC. Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or companies furnishing such insurance. Such evidence of insurance must be delivered to the AOC Office of Procurement before the actual implementation of the Agreement. The Insurance Certificate mentioned hereinabove must be received by the AOC Office of Procurement within ten (10) days of the notice of intent to award the Contract. In the event the Insurance Certificate is not received within ten (10) days after the date of the notice of intent to award, or if such certificate is insufficient respecting the limits and scope specified herein, then the AOC Office of Procurement reserves the right to award the Contract to another respondent. **Time is of the essence.**

All insurance policies required by this section, or elsewhere in the Contract, shall be so endorsed as to provide that the insurance carrier will be responsible for giving immediate and positive notice to AOC in the event of cancellation or restriction of the insurance policy by either the insurance carrier or the successful respondent, at least sixty (60) days prior to any such cancellation or restriction. Said insurance policies shall name as an additional insured the Administrative Office of the Courts and the Maryland Judiciary.

Please note that the limits required below may be satisfied by either individual policies or a combination of individual policies and an umbrella policy. The requiring of any and all insurance as set forth in these specifications, or elsewhere, shall be in addition to and not in any way in substitution for all the other protection provided under the Contract.

No acceptance and/or approval of any insurance by AOC, or the Manager of Procurement, shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon it by the provisions of the Contract.

A. WORKER'S COMPENSATION

1. The Contractor shall maintain Worker's Compensation insurance as required by the laws of the State of Maryland and including Employer's Liability coverage with a minimum limit of \$500,000-each accident; \$500,000 disease-each employee; and \$500,000 disease-policy limit.

B. LIABILITY INSURANCE

Occurrence forms of comprehensive general liability insurance covering the full scope of this agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal or bodily injuries and \$1,000,000 per occurrence and aggregate for property damage. A combined single limit per occurrence of \$2,000,000 is acceptable. All policies issued shall include permission for partial or total occupancy of the premises by or for the Administrative Office of the Courts within the scope of this Contract. Such insurance shall include but shall not be limited to, the following:

1. Comprehensive general liability insurance including a comprehensive broad form endorsement and covering: a) all premises-operations, b) completed operations, c) independent Contractors, d) liability assumed by oral or written contract or agreement, including this contract, e) additional interests of employees, f) notice of occurrence, g) knowledge of occurrence by specified official, h) unintentional errors and omissions, i) incidental (contingent) medical malpractice, j) extended definition of bodily injury, k) personal injury coverage (hazards A and B) with no exclusions for liability assumed contractually or injury sustained by employees of Contractor, l) broad form coverage for damage to property of the Administrative Office of the Courts, as well as other third parties resulting from completion of the Contractor's services.
2. Comprehensive business automobile liability insurance covering use of any motor vehicle to be used in conjunction with this contract, including hired automobiles and non-owned automobiles.

C. COMPREHENSIVE AUTOMOBILE LIABILITY

Limit of Liability - \$ 1,000,000 Bodily Injury
\$ 1,000,000 Property Damage

In addition to owned automobiles, the coverage shall include hired automobiles and non-owned automobiles with the same limits of liability.

D. SCOPE OF INSURANCE AND SPECIAL HAZARDS

The insurance required under sub-paragraphs (A),(B), (C) and (D) above shall provide adequate protection for the Contractor against claims which may arise from the Contract, whether such claims arise from operations performed by the Contractor or by anyone directly or indirectly employed by him, and also against any special hazards which may be encountered in the performance of the Contract. In addition, all policies required must not exclude coverage for equipment while rented to other.

E. SUBCONTRACTOR'S INSURANCE

If any of the work under the Contract is subcontracted, the Contractor shall require subcontractors, or anyone directly or indirectly employed by any of them to procure and maintain the same coverages in the same amounts specified above.

**SECTION III
EVALUATION AND SELECTION PROCEDURES**

A. TECHNICAL PROPOSAL REQUIREMENTS

Respondents shall submit one original and twelve (12) copies of their technical proposal. When submitting a technical proposal, the following information, at a minimum, must be provided for proper evaluation by the selection committee. **Respondents not providing the following information shall be considered non-responsive.**

1. Respondent shall demonstrate in their technical proposal that they possess the necessary experience to perform the work described herein. This shall be accomplished with the provision of the following groups of information:

- A. Detailed background on the firm and their specific experience and accomplishments in this area. Respondent shall specifically list any pertinent experience with similar studies. Additionally, respondent shall list that they possess the required five years experience. Respondent shall provide at least five references, for similar work, that include, company name, contact person, telephone number and e-mail address.
- B. Detailed background of key personnel that will be assigned to perform the work contained herein. Brief resumes shall be submitted. Additionally, each person's role in the study shall be defined as well as the percentage of time that they will spend on the project.

2. Respondent shall document in their technical proposal the proposed approach to accomplish the requirements and objectives of the work contained herein. The following information shall be submitted:

- ❑ A comprehensive description of the process to be used for each phase of activities,
- ❑ A resource plan for each activity phase including the level of involvement needed from the AOC,
- ❑ A suggested project plan and schedule for the engagement. Plan should include activity descriptions, deliverables, participation required, and progress checkpoints.
- ❑ A discussion on the level of requirements detail appropriate for the selection of a software solution relative to the workflow documentation. The AOC recognizes that there is a differentiation in the level of detail required to effectively define functionality when selecting a solution vs. the detail needed to finalize the implementation effort. The proposal should discuss this detail differentiation based on the contractor's experience.

Please note that your proposal, if considered responsive, will be rated against other responsive submissions and the evaluation criteria described under Clause B. Your Technical Proposal should be complete in every way in order for the Selection Committee to make a proper and complete evaluation of your capabilities and response.

B. EVALUATION CRITERIA

The evaluation criteria below are intended to be the basis by which each proposal shall be

evaluated, measured and ranked. The Maryland Judiciary hereby reserves the right to evaluate, at its sole discretion, the extent to which each proposal received, compares to the said criteria. The recommendation of the selection committee shall be based on the evaluations using the following criteria:

1. Technical Criteria: Weighted at 60%

A. Previous experience of the respondent with similar studies.

B. Background qualifications and experience of key members of the firm that shall be specifically assigned to this project.

C. The firm's understanding of the scope of work and the quality and clarity of the firm's written methodology and description of the proposed approach to accomplish the work.

D. Oral Presentations - after the written technical proposals have been scored, the Maryland Judiciary at its discretion, reserves the right to hear oral presentations from those firms judged to be reasonably susceptible of being selected for award. Firms will be given a minimum of 7 days following notification to prepare their oral presentations. Oral presentations will be conducted at a designated Maryland Judiciary location. The oral presentation may not exceed a total of one and a half hours (one hour for a presentation by the firm and one-half hour for questions from the Committee). Each Committee member will score oral presentations on a scale of one to ten.

NOTE: If oral presentations are held, they will be assigned an evaluation weight of 10% of the total technical score and the other criteria will be adjusted proportionally. Maryland Judiciary may elect, at its sole option, elect not to conduct discussions or presentations with respondents.

2. Price Criteria: Weighted at 40%

A. Total price to furnish the services.

Maryland Judiciary may request additional information or clarification of proposals and hereby reserves the right to select the particular response to this RFP, which it believes will best serve its business and operational requirements, considering the evaluation criteria set forth above.

Additionally, Maryland Judiciary hereby reserves the right to solicit best and final offers only from a short list of respondents receiving the highest evaluated scores.

C. EVALUATION PROCEDURE

1. Evaluation Committee: An evaluation committee shall be approved by the Maryland Judiciary's Director of Procurement and Contract Administration. As a first step in this procurement, a procurement officer may screen proposals to assure that only the ones meeting minimum qualifications are evaluated. The evaluation committee then will review and evaluate all technical proposals received in response to this RFP. As the third step in this procurement, the evaluation Committee will evaluate oral presentations (if required) from those respondents judged to be reasonably susceptible of being selected for award. The Maryland Judiciary will then evaluate the financial proposals submitted by the reduced list.

2. Negotiations: Maryland Judiciary reserves the right to enter into negotiations with the respondents regarding questions about the technical and financial proposals and resolve differences. Maryland Judiciary reserves the right to then solicit a best and final offer from each remaining respondent.

3. Discretion in Determining Deviations and Compliance: The Maryland Judiciary reserves the right to determine which respondents have met the minimum basic requirements of this RFP. The Maryland Judiciary shall have the sole right to determine whether any deviation from the requirements of this RFP is substantial in nature, and the Maryland Judiciary may reject non-conforming proposals. In addition, the Maryland Judiciary may reject in whole or in part any and all proposals, waive minor irregularities, and negotiate with all responsible respondents in any matter deemed necessary to serve the best interests of the State.

PRICE PROPOSAL WORK SHEET
SOLICITATION NO. K07-7060-25

Respondent shall list all costs associated with the performance of this solicitation on a

separate sheet. Price proposals should specify costs, labor rates, number of hours for various work classification and other pertinent information including travel and per Diem charges.

Total Bid Price \$_____

I HEREBY AFFIRM THAT THE FOREGOING BID PRICES INCLUDE ALL COSTS ASSOCIATED WITH THE PERFORMANCE OF THIS SOLICITATION, INCLUDING, BUT NOT LIMITED TO, SALARIES, WAGES, MATERIALS, EQUIPMENT, SHIPPING, DELIVERY, BID PREPARATION, TRANSPORTATION, OVERHEAD, TAXES AND PROFIT, AND I HAVE LEGAL AUTHORITY TO BIND THE BIDDER TO THE BID PRICES SET FORTH ABOVE.

Bid Compiled By:

Title:

Company:

AOC SOLICITATION NO. K-07-7060-25
SIGNATURE PAGE

DATE PROPOSAL SUBMITTED:

COMPANY OF RESPONDENT (Print or Type):

NAME/TITLE OF RESPONDENT (Print or Type):

ADDRESS OF RESPONDENT (Print or Type):

TELEPHONE _____ FACSIMILE _____

FEDERAL TAX I.D. NO. OR SOCIAL SECURITY NO. _____

SIGNATURE OF RESPONDENT

ACCEPTED FOR

AOC: _____

Addendum I:

The following material was extracted from the final report submitted by the National Center for State Courts in March 2006. It is provided here to provide further background on the breadth of the AOC operations and a sample of the level of detail available for each function. It is from this base of information that this engagement will begin.

The following excerpts from the Workflow Analysis and Data Systems Documentation final report include:

- A. A brief overview of the support functions provided through the Administrative Office

- of the Courts;
- B. A summary overview, excerpted recommendations, and workflows for the Accounting Operations unit of the Finance and Budget Department of the AOC;
- C. A listing of the software systems and the nature of their use by the AOC.

This overview and detail level information will be available for all AOC divisions and sub-functions within the scope of this engagement.

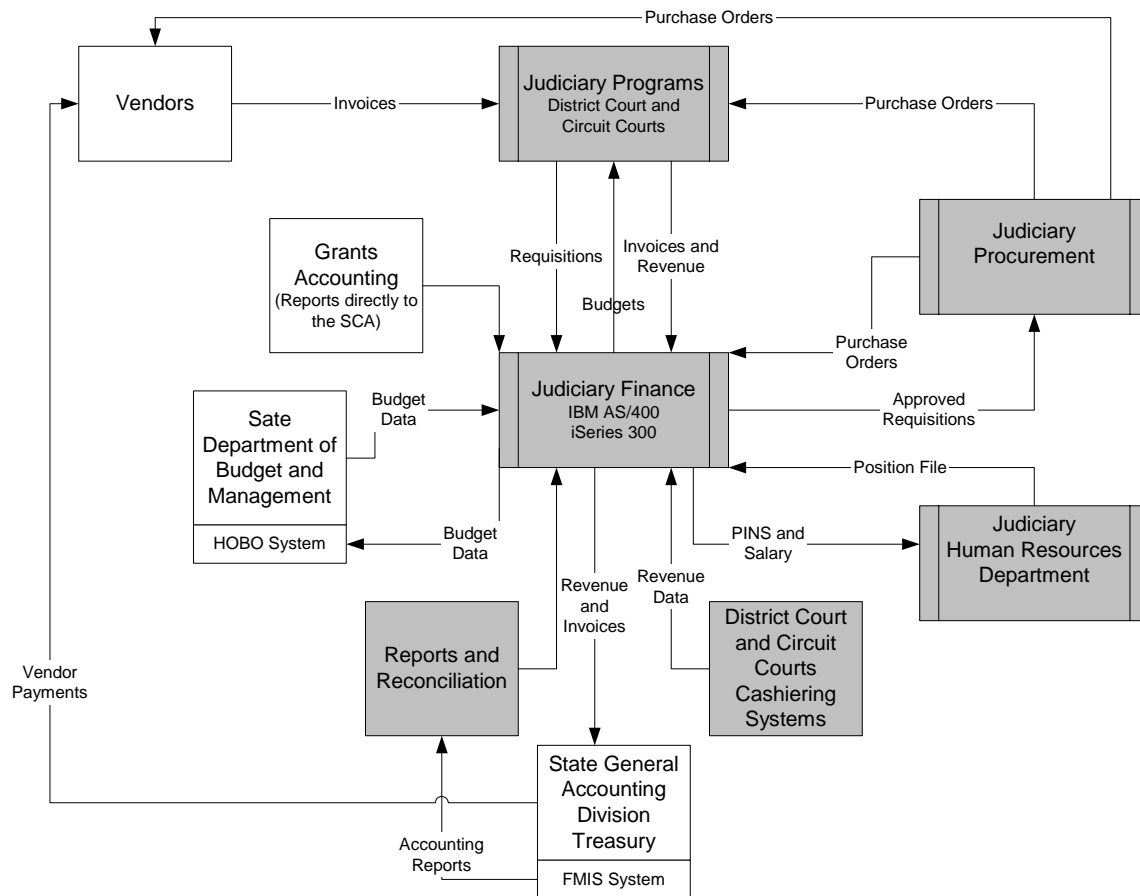
A. OVERVIEW: ADMINISTRATIVE OFFICE OF THE COURTS

The AOC was established by Chapter 343 of the Acts of 1955 to implement court policies established by the Chief Judge of the Court of Appeals, the administrative head of the Maryland Courts, to act as liaison between the Judiciary and the Legislative and Executive branches of government, and to support the Chief Judge in fulfilling his administrative responsibilities, including human resources administration, budget preparation and administration, planning and research, family court administration, and information management. The AOC operates under the administrative leadership of a state court administrator with the assistance of ten department managers in the areas of human resources, finance, drug treatment services, administrative services, analysis and research, procurement and contracts, legal affairs, judicial information systems, family administration, and program services. In addition to the general administrative services, the AOC provides staff support as requested to committees of the Maryland Judicial Council, particularly as they examine issues relative to the work of the AOC in areas including drug courts and drug treatment services, as well as issues related to the administration of the family court system.

B. FINANCE AND BUDGET DEPARTMENT

The Finance and Budget Department consists of three units: Accounting Operations, Budget and Reports, and Financial Services, which collectively handle the accounting, budgeting, and financial services of the Judiciary. Accounting Operations is responsible for handling all accounts payable and accounts receivable functions for the Judiciary. The Budget and Report units responsibilities include the formulation, presentation, justification, and execution of the Judiciary's budget, including verification and reconciliation of FMIS© reports from the General Accounting Division. The Financial Services unit is responsible for the oversight of security and operational aspects of the computer operating system as well as for weekly payroll check distribution and salary advances.

Finance and Budget Overview



Accounting Operations

Current processes provide that paper copies of invoices are received by the Accounts Payable unit from court programs. Upon receipt, the accounts payable clerk proceeds with a verification process to match the invoice received with a purchase order, coding, and address verification before it is key-punched into the FINAS400© system. Address verification is the key issue at this point as the contract address does not often match the remittance address.

Currently, invoices are scanned into a Visual Scanner Program at a rate of 30-40 at one time. This program is linked to the FINAS400© system to update the system's records. An accounts payable clerk then verifies the invoices manually, using both systems, to determine the payment status of each invoice.

Recommendation: An updated management systems should provide for the electronic submission of invoices so that verification with purchase orders can be completed electronically, resulting in quicker processing of invoices, reduced likelihood of paying invoices twice, as well as enhanced accuracy. This process would also eliminate the need for scanning invoices using the visual scanner system. More importantly, it eliminates the more time consuming task of indexing each document so that the document can be retrieved easily for subsequent reference.

The current data system provides that, when accounts payable clerks key invoices into the data system, the data on each "header item" must be re-keyed, regardless of how many invoices one particular vendor has remitted.

Recommendation: An effort should be made to assess the issue of setting up macros on the FINAS400© to accommodate the re-keying problem. This may be more a training issue on setting up macros than a software design issue.

In order to determine whether a remittance effectively closes out a particular purchase order, an accounts payable clerk currently prints a 'Buy-down Report' to complete a manual review and verification.

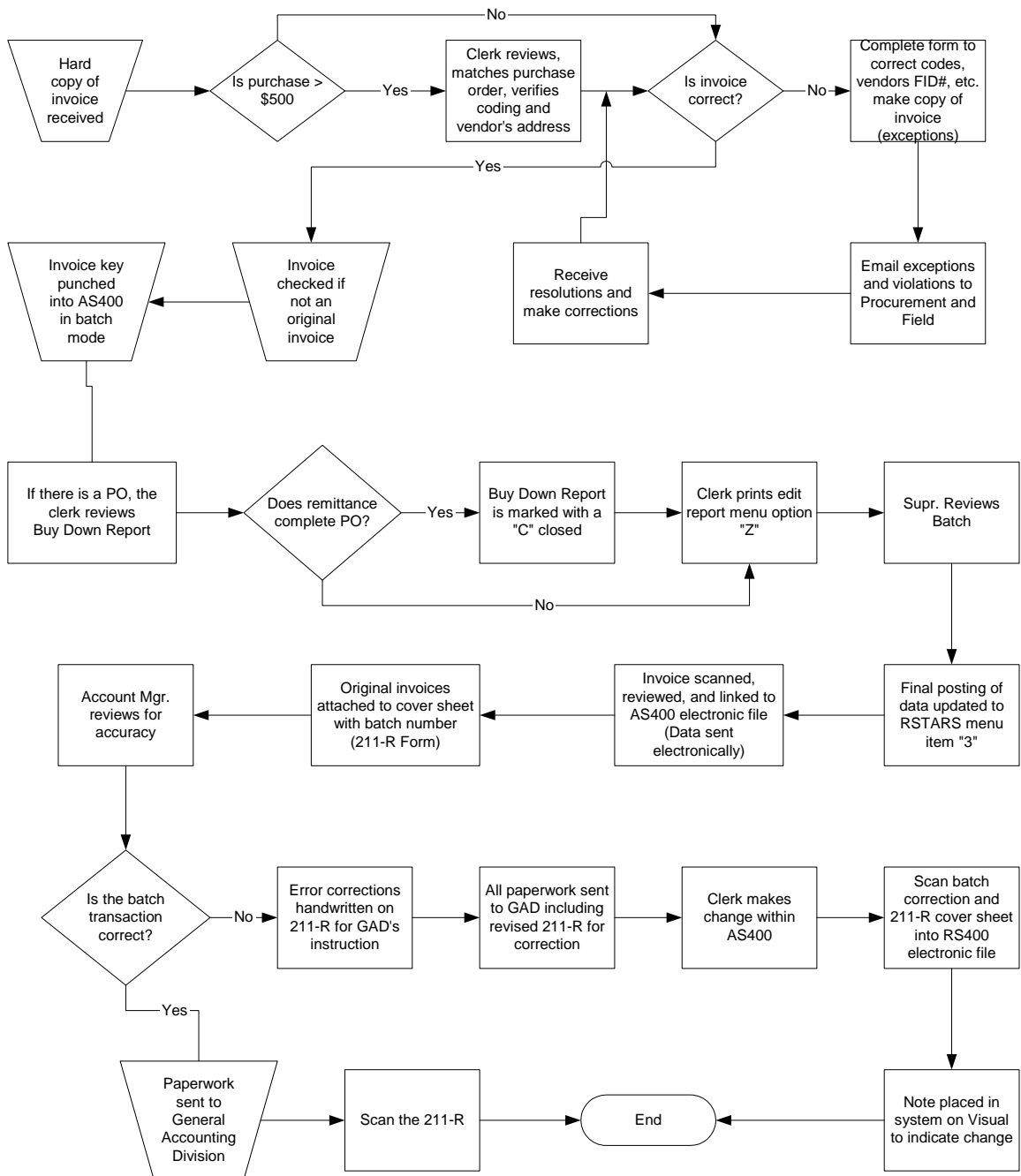
Recommendation: An updated financial system should allow for the automatic tracking of purchase order balances, provide for an automatic electronic notice of the completion of a purchase order, and produce management reports indicating purchase order balances, amounts due, and other relevant information.

Revenue and invoice transactions require a manager's review prior to forwarding to the Executive Branch's General Accounting Division (GAD). When an error is discovered, the manager manually noted this on a '211-R' (batch cover page). The supervisor will indicate that a change has been made and manually note this on the scanned transaction document. GAD must then make the change electronically based on the 211-R.

Recommendation: The AOC should be provided data entry access to the General Accounting Division's FMIS© system in order to provide these corrections more efficiently and expeditiously.

Accounting Operations

Accounts Payable



C. AOC SOFTWARE APPLICATIONS

Application	Agency Owner	Functionality	Admin Services	Drug Treatment Services	Family Admin	Mgmt Anal and Research	Finance and Budget	Procure and Contracts	Human Resources
RAPOR	Judiciary	Requisitions, Purchase Orders	Q			Q	DE	DE	
MAJIC (Maryland Automated Judicial Information for Children)	Judiciary	Used to support the Department of Family Administration			DE				
UCS (Uniform Court System)	Judiciary	Case Management Cashiering used in 4 sites			Q	Q			
Cash Registering	Judiciary	PC Based – DOS					Q		
AS/400 Finance	Judiciary	Invoicing	DE				DE	Q	
HOB0	Executive Branch	Contains budget appropriations	Q				DE		
FMIS	Executive Branch		Q				DE		
R*STARS (FMIS Module)	Executive Branch	State revenue and accounting system					DE		DE
Visual Scanner	Judiciary	Scanned docs to AS/400					X		
ABRA	Judiciary	Tracks bodies; FMLA; Workers Comp; OSHA Reports; Unemployment; Benefits; Personnel							DE
PCS	Judiciary	Tracks positions through PINS							DE
State Payroll	Executive Branch	Aggregate payroll; detail remains on paper time sheets							DE
Leave Accounting (LAS)	Executive Branch	Tracks leave based on aggregate data dependent on time sheets; has no employee interface							DE
QWIZ	OTS	Skills testing with information transferred to a spreadsheet							DE

Application	Agency Owner	Functionality	Admin Services	Drug Treatment Services	Family Admin	Mgmt Anal and Research	Finance and Budget	Procure and Contracts	Human Resources
MJIS/CJIS	Judiciary	Statistical reporting and criminal case event reporting	Q			Q			
Case Flow Assessment	Judiciary	Measures case flow metrics / processing time standards				DE			
HIDA	Judiciary	Automated case tracking system		DE					
HATS	U of MD	Extended database within the Drug commission		DE					
Lotus Notes	OTS	Used for training site reservations	DE						

APPENDICES

Appendix 1

Mandatory Terms and Conditions for Contracts Administrative Office of the Courts (AOC).

The following are mandatory terms and conditions to be included in all AOC contracts:

This Contract is made this _____ day of _____ 200_____, by and between the State of Maryland, Administrative Office of the Courts (the "State" or "AOC") and __, a __ corporation (the "Contractor"), having its principal place of business at _____.

In consideration of the mutual covenants and promises herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the State and the Contractor agree as follows:

1. Scope of Contract

1.1 The contractor shall provide support services as described in the Contractor's bid in accordance with the terms and conditions of this Contract and the Exhibits attached to this Contract and incorporated as part of this Contract:

Exhibit A: Contract Affidavit

Exhibit B: Contractor's Bid

Exhibit C: Request for Bid No. _____

1.2 If there are any inconsistencies between the contract and any of the Exhibits, the terms of this Contract shall prevail. If there are any inconsistencies between any of the Exhibits, Exhibit C shall prevail.

1.3 The Procurement Officer may, at any time, by written order, make changes in the work within the general scope of the Contract.

1.4 Except as otherwise provided in this Contract, if any change causes an increase or decrease in the Contractor's cost of, or the time required for, the performance of any part of the work, whether or not changed by the order, an equitable adjustment in the Contract price shall be made and the Contract modified in writing accordingly. The Contractor must assert in writing its right to an adjustment under this section within thirty (30) days of receipt of a written change order and shall include a written statement setting forth the nature and cost of such claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract.

1.5 Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause. Nothing in this section shall excuse the Contractor from proceeding with the Contract as changed.

2. Term of The Contract

Performance under this Agreement shall commence on ____ and shall continue until agreed upon services are completed, but in any case not later than ____.

3. Consideration and Payment

3.1 The Contractor shall be compensated for support services. The total price for the support services to be provided by Contractor under the contract shall be Dollars (\$.00).

3.2 Payments to the Contractor pursuant to this Contract shall be made no later than thirty (30) days after the acceptance of the support services and receipt of a proper invoice from the Contractor. Each invoice for services rendered must reflect the Contractor's federal tax identification number. Charges for late payment of invoices are prohibited.

3.3 In addition to any other available remedies, if in the opinion of the Procurement Officer, the Contractor fails to perform in a satisfactory and timely manner, the Procurement Officer may refuse or limit approval of any invoice for payment, and may cause payments to the Contractor to be reduced or withheld until such time as the Contractor meets performance standards as established by the Procurement Officer in accordance with this Contract. The final Contract payment will not be made until after certification is received from the Comptroller of the State that all taxes have been paid.

4. Definitions

For the purpose of this Agreement, the following definitions shall apply:

4.1 "Materials" means reports, programs, documentation, models, methods, techniques, presentations, drawings, studies, specifications, estimates, tests, software, designs, graphics, computations, and data provided by the Contractor.

4.2 "Products" means (i) a machine, its features, conversions, upgrades, elements, or accessories, or any combination of them, provided by the Contractor, and (ii) any of the following provided by the Contractor: machine readable instructions, a collection of machine readable data, such as a database; and related license Materials, including documentation and listings, in any form.

4.3 “System” means the system as provided by this Agreement.

4.4 “Type I Materials” means Material that is created under this Agreement.

4.5 “Type II Materials” means Material existing before this Agreement, or developed during, but independent of this Agreement, in which the Contractor or third parties have all right, title, and interest.

5. Ownership and Rights in Data

5.1 The Contractor agrees to furnish the AOC with copies of the following (all of which, for purposes of this Agreement, shall be deemed Type I Materials): computations, computer files, data, model(s), transmittal letters, response letters, and all other documents or correspondence pertinent to the operation of the System produced or received as part of this Agreement. In addition, all hardware and Type I software necessary to the System’s performance in accordance with the terms of this Agreement are, and shall remain, the exclusive property of the AOC. Licenses for all Type II Materials (e.g., “off the shelf” software) shall be provided to the AOC with all rights to use the Type II Materials. The Contract shall provide to the AOC copies of all end user software licensing agreements for all Type II Materials, which licensing agreements shall be in accordance with the OEM’s standard software license, paid-up licenses through the maintenance period (no upgrades included thereafter), and provided at no additional cost to the AOC. Nothing in this Agreement shall prevent the Contractor from utilizing any general know-how, techniques, ideas, concepts, algorithms, or other knowledge acquired or developed during the performance of this Agreement on behalf of itself and its future customers.

5.2 The AOC shall be the owner of all Type I Materials and shall be entitled to use them without restriction and without compensation to the Contractor other than specifically provided in this Agreement. The Contract shall have no liability or responsibility for use of the Type I Materials by the AOC beyond their specified use as part of the System as provided by the Contractor in accordance with this Agreement. The Contractor may retain one copy of the Type I Materials, but may not, without prior written consent of the AOC, be entitled to use, execute, reproduce, display, perform, distribute (internally or externally) copies of, or prepare derivative works based on Type I Materials or authorize others to do any of the former. The AOC may duplicate, use, and disclose in any manner and for any purpose whatsoever, and allow others to do so, all Type I Materials.

5.3 The Contractor agrees that, at all times during the terms of this Agreement and thereafter, the Type I Materials shall be “works for hire” as that term is interpreted under U.S. copyright law. To the extent that any Type I Materials are

not works for hire for the AOC, the Contractor hereby relinquishes, transfers, and assigns to the AOC all of its rights, title, and interest (including all intellectual property rights) to all such Type I Materials created under this Agreement, and will cooperate with the AOC in effectuating and registering any necessary assignments.

5.4 The AOC shall retain full ownership over any materials that it provides to the Contractor under this Agreement.

6. **Warranties** The Contractor hereby represents and warrants that:

6.1 It is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified;

6.2 It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;

6.3 It shall comply with all federal, State and local laws applicable to its activities and obligations under this Contract;

6.4 It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract;

7. **Patents, Copyrights**

7.1 If the Contractor furnishes any design, device, material, process, or other item which is covered by a patent or copyright or which is proprietary to or a trade secret of another, the Contractor shall obtain the necessary permission or license to use such item or items.

7.2 The Contractor will defend or settle, at its own expense, any claim or suit against the State alleging that any such item furnished by the Contractor infringes any patent, trademark, copyright, or trade secret. The Contractor also will pay all damages and costs that by final judgment might be assessed against the State due to such infringement and all attorney fees and litigation expenses reasonably incurred by the State to defend against such a claim or suit.

7.3 If any products furnished by the Contractor become, or in the Contractor's opinion are likely to become, the subject of a claim of infringement, the Contractor will, at its option and expense: a) procure for the State the right to continue using the applicable item, b) replace the product with a non-infringing product substantially complying with the item's specifications, or c) modify the item so that

it becomes non-infringing and performs in a substantially similar manner to the original item.

7.4 If the Contractor obtains or uses for purposes of this Contract any design, device, material, process, supplies, equipment, text, instructional material, services or other work, the Contractor shall indemnify the State, its Officers, agents, and employees with respect to any claim, action, cost, or judgment for patent, trademark, or copyright infringement, arising out of the possession or use of any design, device, material, process, supplies, equipment, text, instructional material, services or other work covered by any Contract awarded.

8. Non-hiring of Employees No employee of the State of Maryland or any unit hereof whose duties as such employee include matters relating to or affecting the subject matter of this Contract shall, while so employed, become or be an employee of the Contractor.

9. Disputes Any claim regarding the proper interpretation of this agreement shall be submitted, in writing, to the procurement officer, and shall be resolved pursuant to the requirements set forth in the PROCUREMENT POLICY FOR THE JUDICIAL BRANCH, Article VI, "Protests and Claims," published at <http://www.courts.state.md.us/procurement/procurementpolicy1-02.pdf>. Pending resolution of a claim under the provisions of that Article, the Contractor shall proceed diligently with the performance of the Contract in accordance with the Procurement Officer's decision.

10. Maryland Law The place of performance of this Contract shall be the State of Maryland. This Contract shall be construed, interpreted, and enforced according to the laws of the State of Maryland.

11. Amendments Except as provided in section 2, any amendment to this Contract must first be approved in writing by the Procurement Officer, subject to any additional approvals required by State law.

12. Non-discrimination in Employment The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental disability unrelated in nature and extent so as reasonably to preclude the performance of such employment; (b) to include a provision similar to that contained in subsection (a), above, in any underlying subcontract; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

13. Contingent Fee Prohibition The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the Contractor to solicit or secure this agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide salesperson, or commercial selling agency, any fee or other consideration contingent on the making of this agreement.

14. Non-availability of Funding If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal year of this Contract succeeding the first fiscal year, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the State's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the State from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The State shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

15. Termination for Cause If Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of the Contract, the State may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the State's option, become the State's property. The State shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the State can affirmatively collect damages.

16. Termination for Convenience The performance of work under this Contract may be terminated by the State in accordance with this clause in whole or, from time to time, in part whenever the State shall determine that such termination is in the best interest of the State. The State will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract; however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

17. Delays and Extensions of Time The Contractor agrees to perform this agreement continuously and diligently. No charges or claims for damages shall be made by the Contractor for any delays or hindrances, regardless of cause, in the performance of services under this Contract. Time extensions may be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of a State contract, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or the delay of a subcontractor or supplier arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractor or supplier.

18. Suspension of Work The State unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Procurement Officer may determine to be appropriate for the convenience of the State.

19. Pre-existing Regulations The applicable statutes and regulations of the State of Maryland in effect at the time of this agreement are incorporated in this agreement.

20. Financial Disclosure The Contractor shall comply with the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland during a calendar year under which the business is to receive in the aggregate \$100,000 or more, shall, within thirty (30) days of the time when the aggregate value of these contracts, leases or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information, to include disclosure of beneficial ownership of the business.

21. Political Contribution Disclosure The Contractor shall comply with the provisions of which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies, or a political subdivision of the State during a calendar year under which the person receives in the aggregate \$100,000 or more, shall, on or before February 1 of the following year, file with the State Administrative Board of Election Laws certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office in any primary or general election.

22. Retention of Records The Contractor shall retain and maintain all records and documents relating to this Contract for three (3) years after final payment by the State hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized

representatives of the State, including the Procurement Officer or the Procurement Officer's designee, at all reasonable times.

23. Liability for Loss of Data In the event of loss of any data or records necessary for the performance of this Contract, which such loss is due to the error or negligence of the Contractor, the Contractor shall be responsible, irrespective of cost to the Contractor, for recreating all such lost data or records in a manner, format, and time-frame acceptable to the Department.

24. Cost and Price Certification By submitting cost or price information, the Contractor certifies to the best of its knowledge that the information submitted is accurate, complete, and current as of _____. The price under this Contract and any change order or modification hereunder, including profit or fee, shall be adjusted to exclude any significant price increases occurring because the Contractor furnished cost or price information which, as of _____ was inaccurate, incomplete, or not current.

25. Subcontracting and Assignment The Contractor may not subcontract any portion of the services provided under this Contract without obtaining the prior written approval of the State, nor may the Contractor assign this Contract, or any of its rights or obligations hereunder, without the prior written approval of the State. Any such subcontract or assignment shall be subject to any terms and conditions that the Department deems necessary to protect the interest of the State. The Department shall not be responsible for the fulfillment of the Contractor's obligations to subcontractors.

26. Indemnification

26.1 The Contractor shall indemnify the AOC against liability for any suits, actions, or claims of any character arising from or relating to the performance of the Contractor or its subcontractors under this.

26.2 The AOC has no obligation to provide legal counsel or defense to the Contractor or its subcontractors in the event that a suit, claim, or action of any character is brought by any person not party to this Contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this

26.3 The AOC has no obligation for the payment of any judgments or the settlement of any claims against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.

26.4 The Contractor shall immediately notify the Procurement Officer of any claim or suit made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under the Contract, and will cooperate, assist and consult with the AOC in the defense or investigation of any claim, suit, or action made or filed against the AOC as a result of or relating to the Contractor's performance under this Contract.

27. Notices All notices required to be given by one party to the other hereunder shall be in writing and shall be addressed as follows:

**State : Daniel A. Coleman, Director
Procurement and Contract Administration
Maryland Judicial Center
580 Taylor Ave.
Annapolis, Maryland 21401
(410) 260-1263**

Contractor:

In Witness Whereof, the parties have signed this Agreement this _____ day of _____, 2005.

Approved for form and legal sufficiency this ____ day of ____, 2005

David Durfee

Director of Legal Affairs

Contractor

State of Maryland

Signature
Authorized Representative

Robert M. Bell
Chief Judge

Date: _____

Date: _____

Appendix 2

BID/PROPOSAL AFFIDAVIT

ANTI-BRIBERY, NON-COLLUSION, FINANCIAL DISCLOSURE
AND PROCUREMENT AFFIDAVIT

A. **AUTHORIZED REPRESENTATIVE**

I HEREBY AFFIRM THAT:

I am the [title]_____and the duly authorized representative of [Contractor]

and that I possess the legal authority to make the Affidavit on behalf of myself and the Contractor for which I am acting.

B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had a probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law or of the law of any other state or federal law, except as follows [indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of persons involved, and their current positions and responsibilities with the Contractor]:

C. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has:

- (1) been convicted under state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
- (2) been convicted of any criminal violation of a state or federal antitrust statute;
- (3) been convicted under the provision of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. 1961, et seq., or the Mail Fraud Act, 18 U.S.C. 1341, et seq., for acts arising out of the submission of proposals or proposals for a public or private contract;
- (4) been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (5) been convicted of conspiracy to commit any act or omission that would constitute grounds

for conviction or liability under any law or statute described in subsection (1), (2), (3), or (4) above;

(6) been found civilly liable under a state or federal antitrust statute for acts or omission in connection with the submission of proposals or proposals for a public or private contract;

(7) admitted in writing or under oath, during the course of an official investigation or other proceeding, act or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows [indicate reasons why the affirmation cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) or the person(s) involved and their current positions and responsibilities with the Contractor, and the status of an debarment]:

D. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor, or any or its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, **except as follows** [list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the persons(s) involved and their current positions and responsibilities with the Contractor, the grounds for the debarment or suspension, and the details of each person=s involvement in any activity that formed the ground for the debarment or suspension];

E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

1. The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Section 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

2. The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, **except as follows** [indicate the reason(s) why the affirmations cannot be given without qualification]:

F. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

G. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor has:

1. Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying proposal or offer that is being submitted;
2. In any manner, directly or indirectly, entered into any agreement of any kind to fix the proposal price or price proposal of the bidder or offer of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying proposal or offer is submitted.

H. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above Contractor will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every Contractor that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the Contractor is to receive in the aggregate \$100,000 or more shall, within thirty (30) days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

I. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above Contractor will comply with the provisions of Article 33, Sections 30-1 through 30-4 of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including it=s agencies or a political subdivision of the State, during a calendar year under which the person

receives in the aggregate \$100,000 or more shall, on or before February 1 of the following year, file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office in any primary or general election.

J. DRUG AND ALCOHOL FREE WORKPLACE

I CERTIFY THAT:

1. By submission of its proposal or offer, the Contractor, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the Contractor shall:

- (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
- (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the Contractor=s workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
- (c) Prohibit its employees from working under the influence of drugs or alcohol;
- (d) Not hire or assign to work on the contract anyone whom the Contractor knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
- (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the Contractor has observed the violation or otherwise has reliable information that a violation has occurred;
- (f) Establish drug and alcohol abuse awareness programs to inform its employees about;
 - (i) The dangers of drug and alcohol abuse in the workplace;
 - (ii) The Contractor's policy of maintaining a drug and alcohol free workplace;
 - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
- (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by subsection 2(b), above;

(h) Notify its employees in the statement required by subsection 2(b), above, that as a condition of continued employment on the contract, the employee shall:

(i) Abide by the terms of the statement; and

(ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;

(i) Notify the Procurement Officer within ten (10) days after receiving notice under subsection 2(h)(ii), above, or otherwise receiving actual notice of a conviction;

(j) Within 30 days after receiving notice under subsection 2(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace;

(i) Take appropriate personnel action against an employee, up to and including termination; or

(ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and

(k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of subsection 2(a)-(j), above.

2. If the Contractor is an individual, the individual shall certify and agree as set forth in subsection 4, below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

K. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

1. The Contractor named above is a domestic _____, foreign _____, corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its

resident agent filed with the State Department of Assessments and Taxation is:

Name _____

Address _____

(If not applicable, so state)

2. Except as validly contested, the Contractor has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessment and Taxation, and the Department of Economic and Employment Development, as applicable and will have all withholding taxes due the State of Maryland prior to final settlement.

L. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The Contractor has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, to solicit or secure the contract, and that the Contractor has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the contract.

M. ACKNOWLEDGMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract construed to supersede, amend, modify, or waive, on behalf of the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms, and covenants undertaken by the above Contractor with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(Authorized Representative and Affiant)

Appendix 3

CONTRACT AFFIDAVIT

21. AUTHORIZED REPRESENTATIVE

I HEREBY DECLARE AND AFFIRM that I am the (Title)_____
_____,
and the duly authorized representative of
(Contractor)_____, and that I possess the
legal authority to make this Affidavit on behalf of myself and the Contractor for which I am
acting.

2. CERTIFICATION OF CORPORATION REGISTRATION AND TAX
PAYMENT

I FURTHER DECLARE AND AFFIRM that the Contractor named above is a
domestic____ foreign ____ (check one)corporation registered in accordance with the
Corporations and Associations Article, Annotated Code of Maryland, and that it is in
good standing and has filed all its annual reports, together with filing fees, with the
Maryland State Department of Assessments and Taxation, and that the name and address
of its resident agent filed with the State Department of Assessments and Taxation is:

Name:

Address:_____

(If not applicable, so state)

I FURTHER CERTIFY that, except as validly contested, the Contractor has paid or has
arranged for payment of all taxes due to the State of Maryland and has filed all required
returns and reports with the Comptroller of the Treasury, the State Department of
Assessments and Taxation, and the Employment Security Administration, as applicable,
and will have paid all withholding taxes due to the State of Maryland prior to final
settlement.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

(Date) By: _____
(Affiant)